

CONFIDENTIAL

DD/S&T #769/1-69
27 February 1969

MEMORANDUM FOR: Executive Officer, OSI
Executive Officer, OCS
Executive Officer, OSA
Executive Officer, FMSAC
Executive Officer, ORD
Executive Officer, OSP
Chief of Staff, OEL

SUBJECT : Accident Report Form 2652a

1. The following is quoted from a memorandum, dated 24 February 1969, from the CIA Safety Committee:

"1. Reference is made to revised 5 July 1967, which require that Accident Report Form 2652a be completed for all accidents and fires.

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"2. The Agency is required to submit a quarterly report to the Department of Labor and an annual report to the President concerning various phases of its safety program.

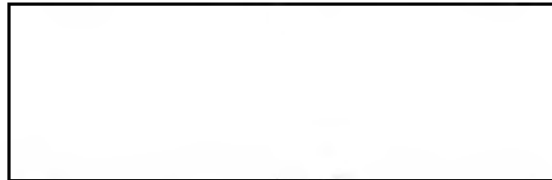
"3. Analyses of injuries, fires, and accidents involving agency motor vehicles, property, and equipment, reveal that during 1968 only of these incidents were properly reported on Accident Report Form 2652a to the Safety Staff.

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"4. Complete reporting of all accidents, fires, and injuries is not only necessary for accurate periodic reports, but is essential to a safety program. Careful and thorough analyses of the reports of these incidents provide safety officers and other interested authorities with information on unsafe practices and conditions which they in turn can use to develop and maintain effective safety programs. These analyses will also indicate trends toward various injuries, clues to kinds of hazards to be controlled, and protective measures needed."

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2. It is requested that the above information be called to the attention of appropriate personnel within your Office.



Chief, Administrative Support Staff
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